

From: [Sypniewski, Bruce](#)
To: [Henry, Timothy](#); [Ballotti, Doug](#); [Carney, Wendy](#); [Harris, Michael](#); [Cisneros, Jose](#); [Frey, Bert](#); [Furey, Eileen](#); [Anderson, Andrew](#); [Baltazar, Debbie](#)
Cc: [Haugland, John](#); [Colvin, Charles](#)
Subject: FW: Variable Height Desks.
Date: Wednesday, April 12, 2017 3:29:55 PM
Attachments: [Stand-Up Desk SOP revised-2017-March-14.docx](#)

The attached SOP provides directions on how your PCDOC, Division Points of Contacts and ESB should prepare for the desk installation/delivery.

Thanks.

Bruce F. Sypniewski
Deputy Director
Resources Management Division
U.S.EPA, Region 5
(312) 886-6189

From: Sypniewski, Bruce
Sent: Wednesday, April 12, 2017 2:57 PM
To: Henry, Timothy <henry.timothy@epa.gov>; Ballotti, Doug <ballotti.douglas@epa.gov>; Carney, Wendy <carney.wendy@epa.gov>; Harris, Michael <harris.michael@epa.gov>; Cisneros, Jose <Cisneros.Jose@epa.gov>; Frey, Bert <frey.bertram@epa.gov>; Furey, Eileen <furey.eileen@epa.gov>; Anderson, Andrew <anderson.andrew@epa.gov>; Baltazar, Debbie <baltazar.debbie@epa.gov>
Cc: Colvin, Charles <Colvin.Charles@epa.gov>; Haugland, John <haugland.john@epa.gov>
Subject: Variable Height Desks.

One more topic for tomorrow's meeting.

The attached table identifies the number of variable height desks that are to be distributed based on Service Comp Date and a lottery.

Div/Off	SCD	Lottery
ORA	4	3
GLNPO	4	3
ORC	8	5
RMD	10	7
ARD	9	6
WD	12	8
LCD	10	6
SFD	17	11

Here is a sample email that you can use to announce the distribution of the desks within your Division/Office:

“Colleagues

R5 has received 130 variable height desks which are ready for distribution. Our Division has been allocated **XXXX** desks, **XXXX** are to be distributed based on an employee’s Service Comp Date (SCD) and the remaining **XXXX** are to be distributed based on a lottery. Each Division/Office is responsible for their own lottery and distribution of these variable height desks as well as tracking who received the desks.

If you are interested in receiving a desk, please submit your name to **XXXX**. If you have a higher SCD than the other applicants, you will receive a variable height desk. If your SCD is lower, you will be automatically entered into a lottery. Employees interested in participating have 7 calendar days from the date of this notification email to submit their name to **XXXX**. Winners will be drawn within 15 calendar days after this email notification.

RMD and our PCDOC will work with us to ensure the variable height desks are delivered and properly installed. RMD/JVS will deliver and unpack the desks; you will be responsible for clearing the necessary space and placement on your current work surface. Please be patient as the roll out process could take a bit of time.

Thank you.”

We can discuss the above in more detail when we meet tomorrow.

Thanks.

Bruce F. Sypniewski
Deputy Director
Resources Management Division
U.S.EPA, Region 5
(312) 886-6189